Presentation Formatting Guidelines
(Presentation Time: 30 Minutes)

Presentation Breakdown:	Suggested Time:
Presentation Transition & Zoom Set-Up *Be sure you click on your Zoom presentation link. Have your PPT open on your desktop. Make sure your mic is muted upon entry.*	5 Minutes
Introduction *Introduce yourself to the audience. Share some of your background.*	1 Minute
Research Topic & Why Important *What is your topic? Explain why you researched it. Why was it important to you? Who else will benefit from your study?*	2 Minutes
Background/Literature Review *In usable terms, what did you have to look at to fully understand your topic?*	2 Minutes
Methodology *Share the "3 W's". <u>What</u> did you do, with <u>whom</u>, and <u>where</u>?*	5 Minutes
Findings *Share your findings but don't overload the audience with too many graphs and statistics. Find a valuable balance.*	5 Minutes
Discussion with emphasis on Usability & Applicability *Be sure to share what your research means for the profession. The audience will consider it a bonus if you can generalize your information to the multiple professions attending (business, behavioral sciences, education).*	5 Minutes
Question & Answer	5 Minutes

All presentations will be held to a 30-minute maximum (including transition time)**.**
The above are recommendations only.